

Minutes of the Monday April 25th 2016
Governing body of Children of Promise Preparatory Academy Charter School
Meeting held at 3130 W. 111th Pl. Inglewood, CA 90303 at 5:00pm

Members Present: Ms. Susana Bolanos, Mr. Henry Leopold, Mr. Rodney Johnson, Kennedy Hilario and Ms. Tamara Aburto.

Administration present: Dr. Carleton Lincoln and Mrs. Trena Thompson

Members of the public: Ms. Stacey Gatlin and Mrs. Chidozie Ollawa

1. **Call to order:** The meeting was called to order by Dr. Carleton Lincoln
2. **Roll Call:** Roll call of members. Quorum
3. **Pledge of Allegiance:** None
4. **Public Comment:** None
5. **Modification of Agenda:** None
6. **Welcome:** Dr. Benton welcomed everyone to the meeting.
7. **Approval of governing Board Meeting Minutes of March 28th:** Mr. Leopold motioned to approve minutes as written with the modification of item #6. Mr. Johnson seconded. Minutes were accepted and approved with the modifications as read.

a. COPPA Items for Review

Review of COPPA Wellness Policy:

- a. There were 2 items added to our current policy.
- b. We reviewed the 8 indicators used to determine if policy is being implemented effectively school wide.
 - We have a few students that had been assigned as the Food Committee.
 - Students gave their suggestions of healthy eating habits.
 - Survey monkey is online.
- c. Ms. Gatlin will bring copies of our menu to our first board meeting.
- d. At the beginning of the year in our September meeting the Board will meet to review and approve our wellness policy.
- e. Mr. Johnson motioned to approve our wellness policy as written and subject to revision. Motion was seconded by Mr. Leopold and the policy was properly approved by the Board.

COPPA New Facility Renovation and Occupancy Update – Dr. Lincoln

a. Facility Construction Update

- Dr. Lincoln met with inspector Jenkins, the Fire Marshall regarding the elevator issue and OSHA updates. Mr. Jenkins met with Mr. Singh but he continues to want the revisions. Inspector Jenkins suggests that we have a private meeting with Ms. Singh and present the elevator companies estimate of the cost of the repairs and request an exemption.
 - OSHA is saying that if we touch the elevator in any way, then they will have to take the elevator out of service and we will have to make the costly renovations.

Progress of COPPA Smarter Balance Test Preparation – (Discussion/Action)

a. Outside agency SBAC testing support search:

1. The teachers are now using an online support program through Lumos Learning. The students use it on the computer lab and also during tutoring in their iPads. They also use them at home. We have established incentives to the parents and students.

2. We also sent out the letter explaining they can opt out of the test and explain what they need to do to opt out. Some of our parents have expressed their preference to wait until next year. We expect that only about 100% of our students will take the test.
3. We have a new IT person, Kevin Leonard starting next Wednesday and that will minimize the glitches that we
4. We will be on test-prep mode year round. From now on, we will starting on October with the testing preparation.
5. The directions/instructions use terminology that our students are not used to. Now teachers are sing those words

Food Program Audit:

- We did very well in the operational audit. There were only 2 corrective findings and we are working to fix them.
- We have the second part, the administrative audit on May 9th and May 10th.

LCAP Update Preparation:

- We've sent letters to COPPA PAC and all our stakeholders inviting them to participate in the reviewing and updating process of our 2016/17 LCAP. They will be attending our next board meeting with their recommendations.

6. COPPA New Year Preparation:

- 2016/2017 Enrollment is 382
- Next year we will have a fully operational middle school.
- We are looking at a plan to have space with the classes combing, playing around with 6th, 7th and 8th.
- We will do a material revision to expand through high school one grade per year. Dr. Lincoln is working with Tom Donahue to be ready to start writing during the summer and go to the district by November/December this year.
- If we go to the high school model we will use the 5-year model. We would want to get a separate building for our Middle and High school together and leave our Crenshaw building for Elementary only. We are going to need a building that could hold at least 100 kids right off the bat, the year after next.
- The only grades open are 6th and 7th grade.

Staffing:

- We hired Mrs. Kimberly Williams to review our applications and enrollment.
- We are looking to hire an Assistant Principal right away. We need advance educators. We are looking for Administrative Assistants, and additional teachers.
- On Thursday Dr. Lincoln will be meeting with Kristen Dietz to look for our budget for next.
- We anticipate that our biggest expansion will be on payroll given that by 2020 everyone will have to be making \$15.00 per hour.

Administration 401K

- Dr. Lincoln has been meeting with several financial experts. The best retirement plan is STRS. We hope to get something that parallels STRS, it is not fair that the teachers get a better retirement package than the administration.
- Before this year ends in June we hope to have something in place and we won't go into the next year without a retirement plan for the administrator.

8. Executive Director's Report :

- Executive Director's Report – COPPA Financial Updates:
- We had a dropped in our ADA, we have had an increase in absences, a lot of them due to attendance.
- We have a small population of parents that are homeless, we took them through LACOE to get them liaison to help them get through school. We have some families that come on the bus and had been living in motels. We have to designate a person to be the liaison for homeless families. We brought in a new person, Dr. Paredes to be our Parent Liasion and to assist our parents.
- We need to have an approach to prevent drop on our ADA. Mrs. Thompson will present a plan by our last Board Meeting and we will fully implement it by September.
- We had a few decreases in income due to ADA adjustment.
- Mrs. Bolanos motioned to accepted the March financials to be accepted as written and discussed and Mr. Leopold seconded the March Financials

11. Call for agenda items

12. Next Board meeting Monday May 16th.

12. Adjournment

- Mr. Leopold motioned to adjourned the meeting Mrs. Bolanos seconded.